

DRAFT  
MPLA Executive Board Meeting  
Warwick Hotel, Denver, CO  
Saturday, July 12, 2003 9:00 AM - 3:00 PM

In Attendance: Carlene Aro (Technical Services Section), Robert Banks (Public Library & Trustees Section), Jeffrey Belliston (Academic Section and Continuing Education Committee), Dana Boden (Bylaws and Procedures Chair), Dan Chaney (Webmaster and representing Electronic Communications Committee), Linda Deacy (Nevada Representative), Joe Edelen (Executive Secretary), Elizabeth Fox (Public Relations and Membership Chair), Scott Goldy (New Members Roundtable), Charlene Greenwood (New Mexico Representative), Carol Hammond (Vice President), Wayne Hanway (Oklahoma Representative), Jean Hatfield (President), Marilyn Hinshaw (Leadership Institute Committee Chair), Paul Hoffman (Nebraska Representative), Debbie Iverson (Past President), Ken Kempcke (Montana Representative), Peter Kraus (Utah Representative), Teri Metros (Arizona Representative), Suzanne Miller (South Dakota Representative), Jeanne Narum (North Dakota Representative), Donna Norvell (Children's and School Section), David Oberhelman (Recording Secretary), Suzanne Taylor (Colorado Representative), Louise Treff-Gangler (Government Documents Section), Judy Zelenski (State Agency, Cooperatives, and Systems Section)

I. Welcome and Call to Order

o Introductions

Jean Hatfield called the meeting to order at 9:08 am. New and returning board members introduced themselves and related what was new and exciting at their various libraries.

o Accept or Amend Agenda

Hatfield asked for amendments or deletions in the agenda. Debbie Iverson asked to remove items 1 and 2 under the Past President's Report so they could be referred to the Bylaws Committee. Iverson moved that we accept the agenda as amended and Jeffrey Belliston seconded the motion. Motion carried unanimously.

o Approve Minutes of Jan. 4, 2003

Iverson moved to approve the minutes of the January 2, 2003 Board meeting and Carlene Aro seconded the motion. Motion carried unanimously.

II. Announcements

Hatfield remarked that Wyoming representative Patty Patterson had suffered a death in the family. The Board extended its condolences to her and her family.

Joe Edelen gave some announcements on lunch and refreshment arrangements.

III. Officer/paid staff reports  
A. President - Hatfield

Hatfield presented a written report and had nothing to add.

B. Vice-President - Hammond

Carol Hammond discussed the Board meeting dates for next year. The dates we have picked are Jan 31 and July 17, 2004. In the first November meeting at Lake Tahoe the Board will discuss updates and revisions of the Long Range Plan. Hammond asked chairs and representatives to look at the Plan to see what their responsibilities are or what are the responsibilities of their section or committee. She would like to get new committees appointments made by conference time, and will be talking to state representatives about members in their states. Hammond asked who would be continuing on the board next year and noted that approximately half of the current Board will be stepping down. Hammond stated that Linda Deacy would discuss the Lake Tahoe Conference plans later in the agenda.

C. Past President - Iverson

Written and oral report. Iverson discussed the evaluation of MPLA staff (Executive Secretary, Newsletter Editor, and Webmaster) for 2003. The current process has all board members to participate in the evaluation of the staff. She will send a reminder in September asking Board members to complete the form and send it back to her. She urged Board to do the evaluations to give feedback on the paid staff. The Board will review the results at the first meeting in Lake Tahoe. She will then speak with the staff about the evaluations. Iverson noted that the Finance Committee met on July 11 at the Warwick Hotel and made some recommendations for changes in the evaluation of MPLA staff; she would present those recommendations during the Finance Committee report.

D. Executive Secretary - Edelen

Written and oral report. Edelen passed out the financial report for the year to date. He remarked that MPLA membership is down by 5% from last year and added that we need to increase membership in the association in the future.

Looking at the financial statement, Belliston asked about the \$300 budgeted for a Continuing Education (CE) survey and asked if that is a regular budget item, and whether the CE Committee is charged with doing additional surveys. Dan Chaney said that money was budgeted in case MPLA had to pay to mount a survey such as the CE survey on a commercial site (the site that the CE Committee used was free at the time of our survey, but would charge a fee in the future). Edelen stated that we spent no money in the category last year.

Edelen next discussed the MPLA booths that were returned from the various state conferences. He noted that the heavy shipping tubes were broken in transit. If the tubes are damaged when they are received, Edelen told the state representatives should file a claim for them with the shipping service. Edelen then gave some general observations on the MPLA booths and the free memberships given out at state conferences. He mentioned that some states send in more free memberships than others. The booths need to be highly visible and procedures for administering the free drawings should be standardized. Some representatives said the booths were not visible at their conferences. Louise Treff-Gangler asked if each state might have its own booth, but Edelen said that would be logistically difficult and that too many might be lost or damaged. Deacy said perhaps we could just use what parts of the booth are needed at the various state conference sites. The Board also discussed state representatives getting time to talk about MPLA at the opening sessions of their state association conferences. Some states were not able to get time for the MPLA representatives to speak at their conferences. Edelen said that all state representatives should try to get 5 minutes at the opening session in their state conferences. Hatfield suggested that the Public Relations (PR)/Membership Committee help with this, and Edelen suggested polling state representatives on this issue.

Hatfield asked if the membership directories were to come with next newsletter. Edelen said he had planned to send the directories along with the ballots in the August mailing, but could get copies printed sooner. Hatfield said she would like something to go out to section members as early as possible. Edelen said they could use MPLA-L to send out notices, but he added that the mailing lists for sections are difficult to maintain. Edelen added that he could send directory out in next few weeks.

Iverson asked about the Fargo Conference income. Edelen had passed out a letter from Kaaren Puppino indicating that MPLA's income from the Conference was \$7,268. That income is included in the financial statement.

E. Newsletter Editor - Jackson

Lisa Mecklenberg Jackson was unable to attend the Board meeting, but sent a written report that Hatfield read. She will be out for at least two issues of newsletter for maternity leave, and Judy Zelenski offered to edit the two issues while Jackson is out. Hatfield asked state representatives to send in info for the newsletter. Jackson currently has next newsletter partially completed, but will pass it on to Zelenski to take the issue to press.

F. Webmaster - Chaney

Written and oral report. Chaney is keeping a spreadsheet on changes to the MPLA Website and where they occurred. He mentioned that the Jobline is a big component of the website in terms of upkeep and traffic. The archive of Board

reports gets a spike in activity near Board meetings, and there are many hits on the homepage, perhaps from crawlers. Hatfield expressed her appreciation on behalf of the whole Board for Chaney's hard work on the site. Chaney added that Board members and committee chairs should send their reports to MPLA-EX. He will then post those that go out on the MPLA-EX mailing list to the Website. If some have trouble posting reports on the list, they usually send the reports to him and he then posts them on MPLA-EX. In answer to Edelen's question about the Jobline, Chaney stated that he uses Google to check how many pages are linking to the Jobline (173 pages link to the Jobline as of July 2003).

IV. Action Items and Updates  
. Leadership Institute - Hinshaw

Written and oral report. Marily Hinshaw presented both a written and oral report. She began the report by referring to Edelen's financial statement. The expense of \$3,628.51 listed under actual is for the Institute Coordinator. Hinshaw then discussed the projected revenue from this year's Institute. The revenue will be \$11,500 if the participants are all MPLA members, but if there are a significant number of non-Members, the revenue could go as high as \$14,500. We will need to draw money from reserve if most participants are members. However, most of the applicants for 2003 are non-MPLA members. Hinshaw then went over projected expenses in the Leadership Institute budget and reported that the budget is expected to be about the same as next year's budget.

There were a total of 66 applicants for the 2003 Institute coming from many types of institutions including academic, public, and school libraries. Hinshaw indicated that the state representatives will need to rank the applicants if there are more than 2 for their state. EBSCO will underwrite one, and then for the 5 at large slots we would like a good mix of applicants. Last year we went through all the substitutes, so it is important to rank the applicants.

Hinshaw reported that the Institute schedule would be similar for 2004. We will try to get dates in October, but Ghost Ranch is booked with many standing reservations, so the Institute will continue to meet in November if no there is no space available earlier in the fall. 2004 will be the third out of our planned 3 years at Ghost Ranch.

Hinshaw provided a list of the mentors who have agreed to participate in the 2003 Institute: Debbie Iverson from Wyoming, Peter Kraus (a participant in the 2002 Institute) from Utah, Dorothy Liegl from South Dakota will be a repeat, Jane Hatch from Kansas, Amy Owen, the retiring state librarian from Utah, and one more to be determined. Mary Bushing from Montana was a mentor last year, and she will be back this year as coordinator.

Hinshaw next addressed some concerns that have reached the Board about eligibility requirements for participants in the Leadership Institute. In its present

form, the Leadership Institute is a 3-year project that specified a set of eligibility criteria for participants to be used for the duration of that period. The funder agreed to support the project with those criteria in place, so MPLA cannot change criteria for eligibility until this current project is concluded. At the end of the 3 years, MPLA could develop another proposal and revisit the criteria at that time if it so desired. Hinshaw remarked that there are other markets that MPLA might consider in its ongoing effort to develop leadership training initiatives.

Some discussion about the application process for the Institute followed. Belliston asked about what the procedure would be for states with only one applicant. Hinshaw responded that the other slot for that state would become an at-large slot, and the Committee would then look at other states with more applicants. States can make a spot at-large if one of their applicants is deemed not qualified. Hanway asked if an MPLA committee preference form is given to the Institute participants. They do not get a form, but all participants receive information about MPLA and participants make a commitment to pursue activities and seek leadership roles in MPLA, ALA, or other professional forums. Peter Kraus noted that Utah had many recent MLS applicants because of an influx of new librarians to replace retiring professionals in his state. He added that many did not know about MPLA and would benefit from learning about the Institute. Hinshaw stressed that the Institute serves as a good recruiting ground for MPLA and lays the values of professionalism.

Dana Boden asked if the Leadership Institute Committee is an ad hoc or standing committee. In the ensuing discussion, Boden referred to the December 8, 2001 minutes of the Board meeting which read that the Board approved the motion to change the Leadership Institute Committee from an ad hoc committee to a standing committee. She said that since it is now a standing committee, she needs information for the committee pages in the Manual of Procedure.

Hammond asked if publicity about the Institute went out to Library Journal or other national publications. Hinshaw said we have not yet target LJ, but that we would continue to work on the publicity.

A. 2003 Conference - Hammond/Deacy

Written and oral report. Deacy gave her report on the plans for the November NLA/MPLA/REFORMA Conference at Lake Tahoe, NV. She passed out brochures from the Hyatt and alternative lodging locations. Deacy also conveyed information about the Nevada Day celebration in Carson City to take place the week before the Conference.

The discussion then turned to issues of hotel accommodations and transportation from Reno to Lake Tahoe. In 1999 the Hyatt instituted a resort fee that is added to the reservation fee. The information on the resort fee is on the reservations page. Deacy then passed out a draft of the information sheet to go out on transportation.

There will be a shuttle offering a \$62 round trip fare, and Enterprise has offered car rental rates starting at \$27 per day and van rental rates starting at \$90 per day. Deacy did add that because the Conference is in November, weather might be a factor for those wishing to drive themselves to the site.

Deacy mentioned that we have been having some trouble getting vendors to sponsor Conference functions such as the vendor reception and the President's Dinner. She passed lists of vendors who have paid and who need to be contacted. Deacy asked Board members who work with vendors to encourage them to participate. The President's Dinner right now has no sponsor and would cost participants \$50. There was discussion about whether we should seek sponsor for the dinner. We could add button links to Conference sponsors on the MPLA homepage and give them recognition in the newsletter. Iverson moved that we make some visible recognition of primary sponsors of the conf on the website and newsletter. Aro seconded the motion. Discussion: What should the threshold of primary sponsorship be? The Board decided to set \$1,000 as the minimum for primary sponsorship amendment. The Conference Committee could decide if there are to be levels of sponsorship and how long the buttons are to remain on the Webpage. The motion as amended was that primary sponsors (who give a minimum of \$1000) would be prominently identified on MPLA webpage for a time to be determined by Conference Committee, as well as on the Conference Webpage, MPLA Newsletter, and the Conference program. The motion carried unanimously.

Deacy noted that unlike the Fargo Conference, we could not include all meals in the registration fees. The current fee structure includes a full Conference fee without meals, and a full Conference with lunch on Thursday and Friday. The amount of the fees might change before the final registration form is sent out. The lunches will be boxed lunches set up in vendor's areas during no-conflict times. There will be shuttles into Incline, but there are not many dining options in the hotel itself. Deacy gave the Board an update on the hotel reservations at the Hyatt to date: For the main 3 nights (Wednesday, Thursday, and Friday November 5-7), reservations were at a little over 80 out of 300. Above what it was at this time at the 1994 conference. For Tuesday, November 4 (for which we had reserved a reduced block), 15 out of 80 rooms were booked. Edelen asked whether there would be ribbons for officers in the Conference packets. Deacy said they might have different types of badges for MPLA officers. Deacy passed out a preliminary conference program and asked section and committee chairs to check their program listings. She said that they plan to have program and registration ready by August 1. Chaney said he would put up a direct link to conference program when it is available.

Hammond added MPLA board meetings are Wednesday, November 4 from 1-4 pm and the Saturday November 8 meeting will be 9 am-12 pm. Two hours travel time will be needed to get from Reno to the Hyatt. Hatfield commented that there are meeting rooms on the lake that require some walking, but the dress will be

resort attire. Deacy said that section chairs should contact Nancy Ledeboern if there were any problems or changes needed for their programs. Deacy said vendor forms and contracts for exhibitors are on the Website. She added that we are still negotiating on the technological requirements such as Internet access for vendors. MPLA section meetings will be scheduled on Friday morning along with NLA section meetings, but comparable groups will meet in adjoining rooms.

Deacy said that there would be 35 authors for signings at the Conference. The University of Nevada Press will sponsor a reception or hospitality area. Jim Holtz, a Nevada author who wrote *Oases of Culture*, a study of the development of libraries in the West (library history and women's history), will be there. Dale Brown and Steven Kuntz are both coming, and REFORMA has contacted several authors. There will be a number of Basque authors as well as children's authors present as well.

Deacy said the Conference Committee will list various NLA groups as co-sponsors for programs organized by MPLA sections and committees in order to increase attendance.

Before the lunch break Hatfield asked the board to read the 3 proposed resolutions on the USA PATRIOT Act before our discussion: The ALA resolution (with MPLA substituted for ALA), the resolution from the Michigan Library Association (verbatim with MPLA substituted for Michigan Library Association, and a reworded version of the Michigan resolution. The last page is an alternative to endorse a resolution on the Freedom to Read Act. Iverson handed out the Finance Committee report about MPLA management and staff evaluations. The Board then broke for lunch.

#### B. Meeting Dates for 2004 - Hammond

Hammond discussed the possibility of changing locations for at least the January Board meeting in 2004. She suggested an alternate site such as Las Vegas or Phoenix, or proposed looking into alternative hotel accommodations in Denver. Iverson asked about our contract with the Warwick; our agreement with the Warwick goes only through 2003. Hammond suggested working with Edelen and Deacy to look into Las Vegas as a possible meeting location. Salt Lake City was also mentioned as a possible site. Hammond moved that she work with Edelen and one other person to investigate alternative meeting sites for the Board in Colorado Springs, Salt Lake City, or Las Vegas for the January meeting. Metros seconded the motion. Motion carried unanimously.

#### C. Invitation from Kansas for 2009 Conference - Moyer

Susan Moyer extended an official invitation for MPLA to meet in Kansas in 2009. Kansas has 3 state library organizations that hold joint conferences: Kansas Association for Educational Communications and Technology (KAECT), Kansas

Association for School Librarians (KSL), and Kansas Library Association (KLA). The 3 organizations usually have 800-1000 in attendances. In 1996 met with MPLA in Wichita and had 158 MPLA people. For 2009 it will be in the Kansas City area at the Overland Park Conference Center and Sheraton Hotel, so transportation will be easier. Hanway moved that the MPLA Board accept the invitation. Hammond seconded it. Discussion: Edelen commented in response to a question about how sites for MPLA Conferences are chosen that MPLA meets jointly with state association conferences and that states invite MPLA to hold a joint conference with them. The date for the 2009 Kansas conference will be April 1-3. Motion carried.

Edelen listed forthcoming conferences: 2004 will be in Colorado (Denver Tech Center), 2005 will be in Jackson Hole, 2006 is open, 2007 will be in Albuquerque. The Board then discussed whether 18 months without a conference from 2005 to 2007 (when the association shifts from a fall conference to a spring conference schedule) would have a negative impact on the Association's income. In the past we did have two conferences in those periods in the past. There was discussion about whether to have a person other than the Chair-Elect serve as conference chair if we were to have a 2006 conference. Hatfield asked for consensus that if an offer were made for a spring 2006 conference, MPLA would explore it. 2008 is open for a spring conference, as well as 2006. In 2010 we could switch back to fall conferences.

D. Prairies and Plains Bibliography - Edelen

Robert Balay, editor of the Prairies and Plains Bibliography Project, sent MPLA additional information on his planned bibliography. He will deliver a program at Lake Tahoe on the project to date. He appreciates the support of MPLA in his endeavors.

E. Resolution on USA PATRIOT Act - Hatfield

Hatfield submitted 3 draft resolutions on the USA PATRIOT Act for Board consideration: Draft A. The ALA Resolution with MPLA substituted for ALA; Draft B. Michigan Library Association Resolution with MPLA substituted for MLA; and Draft C. Reworded Version of the Michigan Resolution. There was also an endorsement of the Freedom to Read Protection Act (introduced in Congress by Bernie Sanders of Vermont) to be considered as well. Discussion. There was a lengthy discussion on the ramifications of the different resolutions and on ALA's stance on the USA PATRIOT Act. Jeanne Narum moved to refer all four drafts to the Intellectual Freedom Committee which would bring a recommendation to the Board at the November meeting. Aro seconded it. Goldy suggested deciding on the resolution today and not referring it to the IF committee; Miller was for the endorsement. Belliston moved to amend Narum's motion refer Drafts A-C to the Intellectual Freedom Committee and leave out the

Freedom to Read endorsement for separate consideration at today's meeting. Aro seconded the amended motion. Motion carried with one opposed.

Belliston then moved to accept the endorsement of Freedom to Read Protection Act as written. Miller seconded it. There was some discussion on the provisions of the Freedom to Read Protection Act as it pertains to libraries and bookstores; some of the Board members had not read the text of the act. Kempke asked if Arizona had passed a resolution or endorsed ALA resolution. Colorado and Arizona have not. Goldy proposed an amendment to Belliston's motion that would strike the second paragraph of the endorsement. Iverson called the question on the amended motion. The second paragraph of the endorsement is to be stricken. The motion carried with two opposed. The endorsement will be posted on the MPLA Website.

## V. Committee Reports

- Finance Committee - Iverson

Written and oral report. The Finance Committee met on July 11, 2003 to work on the management of the organization. It offered a set of recommendations to the Board in its Committee report regarding the 3 paid staff positions in MPLA (Executive Secretary, Newsletter Editor, and Webmaster).

All MPLA staff job descriptions be reformatted to deal with function area rather than chronological with respect to the conference. The Committee proposed that that a new evaluation document be developed which would consist of a matrix with weight given to each functional area. The Finance Committee will come up with a numeric evaluation with scale. Rather than having the whole Board participate in the evaluation of staff, the Board members would be asked for input on the performance of the staff, and that input would go to the Finance Committee that would analyze the comments and formulate the final evaluation report for each of the staff members. The president and past president would conduct an in-person meeting at conference with each staff member to review the report. It was also recommend that the Finance Committee be reconstituted as the Finance and Management Committee in keeping with its expanded role. The Committee asked for advice from the Board as it develops a final recommendation for a new evaluation document.

On the issue of pay for staff members, the Finance Committee reported that based on a management study it recently conducted, it believes the pay rate is commensurate with their counterparts in the region. The Finance Committee will compare its pay rates with those of other organizations in the region at least every 3 years, but there will be no automatic annual raises for staff members.

The evaluation process for staff members will not change for the current year (2003), but the proposed changes would occur after the Lake Tahoe Conference.

Iverson did note that although the Executive Board will still do the evaluations of the staff this year, the Finance Committee would develop the new evaluation matrix and have it in place by the November board meeting.

Discussion followed. Hammond suggested that the Committee request feedback on the staff members from committee chairs as well. Belliston asked if the Executive Secretary, who is an ex-officio member of the Finance Committee, would be excused from the sessions devoted to preparing his evaluation. The answer was yes. Aro asked if the staff members would have input in the developing the new evaluation document. Yes they would. Belliston pointed out that there would need to be changes on the Finance Committee pages in the Manual of Procedure. Narum asked to have some language to indicate time required for the development of new evaluation procedures.

The Committee wanted to receive Board endorsement before it progressed in its efforts to revise the evaluation process. Paul Hoffman suggested that we assess the new procedure after the 2004 evaluation process. The Finance Committee asked for a motion from the Board to accept its intent to make changes to the evaluation process and to develop a new evaluation instrument by the November Board meeting. Goldy so moved and Hoffman seconded the motion. Motion carried.

- Electronic Communications Committee - Chaney

Written and oral report. Chaney reported that the Electronic Communications Committee (ECC) had viewed demonstrations of the Web Ex and Raindance products for online conferencing. These are interactive, Web-based software packages for virtual meetings, either of MPLA committees or even the Board as proposed in the Long Range Plan. A few ECC members had some minor technical trouble with these systems. The cost of many of these commercial products would be an issue to consider in investigating them.

Web Ex sent an information sheet outlining its services and products which the ECC distributed to the Board. The ECC will also explore academic products such as WebCT and Blackboard. Committees such as the CE Committee are currently using a WebCT chat room for its online meetings. Hammond suggested also investigating free chat services as a less expensive option. Belliston pointed out that Long Range Plan called for looking into options for moderated, online meetings, but Hammond pointed out it is difficult to implement given the various technological issues in different types of libraries throughout the MPLA region. The ECC will continue to explore various online meeting packages and report back to the Board.

- Continuing Education Committee - Belliston

Written and oral report. Hatfield prefaced the CE Committee report by mentioning that if certain goals and objectives outlined in the Long Range Plan prove to be unworkable or too difficult to accomplish within the time frame stipulated, the Plan can be modified accordingly.

Belliston first asked about the deadline for Pre-Conference Grants (grants of up to \$500 for a pre-conference or program of comparable significance during a state conference; MPLA would be listed as a co-sponsor and MPLA members would pay reduced registration fees). \$1,500 is budgeted, but to date the Committee still has \$1,000 remaining and the deadline for grant proposals has passed. The CE Committee asked if it could use this year's funds in the event that a proposal came in later this year. Edelen suggested that the grants be awarded for programs to be offered during the year the money is spent. Hammond suggested that the Committee and the Board look into clarifying and refining the process for awarding Pre-Conference Grants. A discussion about advertising the grants on the state level.

The Committee next presented a report with recommendations on changes to the Long Range Plan. The Committee proposed that based on the results of the CE survey, MPLA should concentrate on serving as a clearinghouse for CE opportunities, and the goals and objectives in the Long Range Plan should be reexamined in light of what would be feasible for the Committee to accomplish given its current structure and makeup. Hatfield recommended that the modifications in the Long Range Plan be referred to the vice president. The CE Committee moved that we endorse the recommendations in the report insofar as they affect the Long Range Plan and refer them to the vice president. Iverson seconded. Motion carried.

Belliston said that the Committee could begin creating an online clearinghouse for CE opportunities in the MPLA region. Aro suggested including ideas for state associations such as the Pre-Conference Grants and the Professional Development Grants, as well as programming ideas. A possible name for this section of the clearinghouse would be MPLA's Program Resources.

Hatfield referred the Board to Jane Hatch's Distance Education Coordinator report. Hatch wanted direction from the Board on setting up a procedure for granting CE units in the various MPLA states to conference attendees. Hatfield asked the state representatives to give feedback to Hatch on how CE units are awarded in their states. One of the chief questions would be who would sign the forms. Hatfield set a deadline of September 15 for the state representatives to get in touch with Hatch on the CE credit processes in their states.

- Public Relations and Membership - Fox

Written and oral report. The PR Committee had been gathering suggestions from its members on how to increase membership in MPLA. Fox charged Board

members to approach colleagues on their staff. Other suggestions included advertising the Pre-Conference Grants and increasing MPLA's presence at state conferences. State representatives might have Conference issues of the MPLA Newsletter sent to every library in their states. Other suggestions included a mentor or buddy program pairing new and veteran members; giving discounts for joining MPLA at a state conference; having states earning a certain number of free memberships; giving gift certificates to students in the various states; recognizing new members and acknowledging those who have been members for many years; having state representatives call those who have not renewed; developing a prospective membership list to contact; encouraging libraries to hand out membership brochures to new employees; creating new opportunities to talk via MPLA-L; using state workshops as recruiting grounds; and having a traveling expert visit several states.

Hammond recommended that the PR Committee work with the state representatives to formulate a plan of action. Hatfield suggested asking the section chairs help with contacting members as well. Edelen encouraged the state representatives to advertise MPLA and its program offerings on their state electronic mailing lists. Edelen then challenged the PR committee to pick one or two suggestions and act on them or incorporate them into a plan of action. He further encouraged the Board to ask their institutions to become institutional members.

- Bylaws and Procedures Committee - Boden

Last official printing of manual was 6 years ago. There are currently two versions of the Manual of Procedure, the print notebooks and the web version, but the two do not match. The Committee asked the Board which version it would like to designate the official version: the print version or the version on the Website.

Boden outlined the process for changes to the Manual of Procedure. The Bylaws and Procedures Committee will first go through the list of changes it has to be sure it comes from the committee, then Boden will send each of the six sections of the Manual electronically to the Board members for comments and approval via e-mail vote. The hope is that by October 1 she can send a disk to Joe with the updated and approved current version of the Manual of Procedure (Revised October 2003) for a new printing. This version would also be mounted in PDF format on the MPLA website, so that everything, including page numbering, will match the print manual. Bylaws changes must go out to the membership for a vote.

A number of motions followed on which version would be the official version of the Manual of Procedure. The first motion from the Committee was to make the version of the Manual on the Web be the official version. Miller moved that the electronic version (PDF) version on the Web the official version, and Iverson seconded. Discussion: Edelen suggested making the MS Word document be the

official version and having the Web version be an exact mirror or duplicate of that MS Word version. Goldy proposed that the official version reside with the By Laws and Procedures Committee chair and a mirror go up on the Web. Edelen suggested the official copy reside with the Executive Secretary so that it would not have to move with each new By Laws Committee chair. The question was called on the motion to make the version on the Web the official version; that motion was unanimously defeated. Iverson offered a new motion that the official MPLA Manual of Procedure be maintained and updated by the Executive Secretary with a mirror posted on the webpage in a suitable format (currently PDF). Taylor seconded the motion. Motion carried unanimously.

In the follow-up discussion of the pagination of the revised document, Boden mentioned that dates would be added to each section to indicate when that section was last revised.

Boden then asked the Board to approve the proposed revisions to the bylaws. Iverson moved that the Board approve the bylaws revisions as submitted and amended by the Bylaws and Procedures Committee and send them to the general membership by mail. Discussion: It was noted in the discussion of the proposed changes that the Webmaster should be added to Article VI.1 and because the Newsletter Editor is mentioned as an ex officio member of the Board of Directors without a vote in Article VI.5 in the bylaws, the Webmaster should be included as well. The Committee will amend those articles and share with Board. Aro seconded Iverson's motion to approve the bylaws revisions. Edelen raised question about whether the President and the Board or the President gives directions to Newsletter Editor in the amended Article V.1.2. The revision will remain in place. The motion carried.

Following her report, Boden commented on potential problems with state representative candidates in states who were not members of MPLA at the time they agreed to run. The Board noted that selection of representatives is sometimes problematic because some states do not have bylaws for the selection process and MPLA currently refers the matter of the selection process to the states.

- Awards Committee - written report.
- Professional Development Grants Award Committee - written report.
- Nominating Committee - written report.

## VI. Section Reports

- State Agencies, Cooperatives and System Section - no report.
- Public Library and Trustee Section - written report.
- Preservation, Archives, and Special Collections Section - written report.
- New Members Roundtable - written report.
- Government Documents Section - written report.

There will be a proposed change to the Government Documents Section bylaws on handling elections in the event that the chair-elect resigns. The change will go to the Section membership for a vote.

- Children's and School Section - no report.
- Academic Section - written report.
- Technical Services Section - no report.

VII. State Reports

- Arizona - written report.
- Colorado - written report.
- Kansas - written report.
- Montana - written report.
- Nebraska - written report.
- New Mexico - written report.
- Nevada - written report.
- North Dakota - written report.
- Oklahoma - written report.
- South Dakota - written report
- Utah - written report.
- Wyoming - no report.

VIII. Announcements

Hatfield suggested that the Board encourage MPLA members look at the state, section, and committee reports posted on the Website. Iverson added that she was pleased that the Nominating Committee presented a report with a slate of candidates for office.

IX. Next Meetings

- November 5, 2003 - Lake Tahoe
- November 8, 2003 - Lake Tahoe

X. Adjourn

Meeting was adjourned at 3:54.

Respectfully submitted,  
David D. Oberhelman,  
Recording Secretary